

LAFAYETTE MANOR COMMITTEE MEETING

Tuesday, May 23, 2017

Meeting Time: 5:30 PM

Attending Committee Members & Manor Staff

Larry Ludlum, Chairman

Gerald Heimann

Tony Ruesga

John Perkins

Judy Swanson

Peggy Rolli, ADM

Jill Boelk, HRC

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 5:30 p.m. by Larry Ludlum, Chair. All Committee members were present.

Posting -

Jill Boelk reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved April 27, 2017 meeting minutes), and submitted to the R.J.

Minutes -

A motion was made by Gerald Heimann, and seconded by John Perkins, to approve the April 27, 2017 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda –

A motion was made by Tony Ruesga, and seconded by Gerald Heimann, to approve the May 23, 2017 agenda as written. The motion carried unanimously.

Public Comment -

No Public Comment.

Lafayette Manor Financial Notes – Presented by Peggy Rolli, Administrator

Overview of Finances – For Month Ending April 30, 2017

Peggy Rolli reported that we have a couple of financial reports that are preliminarily done. Amanda Hughes completed these reports on her own and she was only able to access some of the data today so please bear with us and there will be some corrections to this.

- Total Net Revenue for the month of April 2017 was \$359,978.
- YTD Net Revenue is \$1,197,392.
- Total Expenses are \$440,738.
- YTD Expenses are \$1,607,717.
- Most departments are under their expense budget for the year.
- Monthly New Income is a loss of \$80,759.
- YTD Wages and Benefits are currently under budget.

A/R Aging:

- The total Accounts Receivable as of April 30, 2017 is \$289,243.

A motion was made by John Perkins, and seconded by Tony Ruesga, to approve the financial report as presented. The motion was carried unanimously.

Audit of Bills – Presented by Peggy Rolli

Peggy Rolli went over some of the submitted bills.

A motion was made by Gerald Heimann, and seconded by John Perkins, to approve the Bills as presented. The motion was carried unanimously.

Utilization Report –

The following admission and pay source information was submitted for March 31, 2017:

April 30, 2017 Admission / Discharge Report	
Total Admissions	1
Total Discharges	1
Charges Report	
Pay Source: Medicare Part A	6
Medical Assistance	36
Private Pay	15
Insurance	0
Average Daily Census	55

A motion was made by Tony Ruesga, and seconded by John Perkins, to approve the Utilization Report as presented. The motion was carried unanimously.

Management Report –**A. RN/LPN Proposal**

Peggy Rolli reported that the compensation for the RN & LPN PRN status staff was approved at HR and County Board. There was a revision to the resolution so it will hopefully be approved at the next county board meeting, which is June 6th. Just to refresh everyone, RNs who are fill-in/non-benefit status will get an additional \$5.00 per hour and LPN's will get an additional \$4.00 per hour. Also approved was the Sign on Bonus for full-time employment of \$1,000 dollars for RNs and \$750 dollars for LPNs.

B. Seal Coating of South Parking Lot

Peggy Rolli reported that Jim Lange, Maintenance Supervisor, brought to her attention that the south parking lot needs seal coating before the black top starts going bad. He received a bid from Southwest Asphalt Sealing Company in Platteville for \$1,880 dollars. He also sought a bid from Tom Jean and he said he would get us a bid but he didn't think he could beat this price. Peggy is asking for approval to move forward with the bid from Southwest Asphalt Sealing Company for \$1880 dollars. The bid includes crack filling, blowing out cracks with compressed air, hot rubberized crack filler at a temp of 350-375 and seal, clean and prepare area to be sealed.

A motion was made by Gerald Heimann, and seconded by Tony Ruesga, to approve the seal coating of the south parking lot and the bid from Southwest Asphalt Sealing Company in the amount of \$1880 dollars. The motion was carried unanimously.

C. Generator Regulations and Bids

Peggy Rolli reported that along with the mega rule of changes in nursing home regulations. One of the items for our maintenance department is emergency preparedness and our generator. They changed the rulings of the life expectancies of switches, etc. regarding generators. Currently our generator is over 50 years old and they say the life expectancy is approximately 30 years. The transfer switches are only good for 25 years, the main switch gear for 30 years and the transformers for 30 years. Peggy stated she just wants to start a discussion perhaps for our capital equipment purchase for next year for our budget we'll need to start looking at generators. Jim Lange had some people here looking at the generator and we don't have an estimate cost but it will be very costly. This is something that needs to be done to continue to meet regulations.

D. Solid Waste and Recycling Proposal

Peggy Rolli stated that along the lines of saving money we currently have a contract through Waste Management for our solid waste and recycling. We currently average \$654 dollars per month. We received a bid from Faherty for \$403.15 per month. If the hospital would also join in on the contract they would offer another 5% discount to both. Peggy is talking with Julie and they are looking into this. They have to look at our current contract through Waste Management to see how soon we could get out of the contract. The switch to Faherty's would save us \$250 dollars per month plus another 5%. Will continue to gather information on this and will bring back to next meeting.

E. ECS Training

Peggy Rolli reported that a lot of our financials are done through a program called ECS. They offer training for some of the financials. This training would include; updating residents demographics, ancillary charges, billing process, posting cash reports, adjustments and month end. ECS would be willing to do a 2 day training here at the Manor. It is costly but it may be well worth it. The cost is approximately \$2080 dollars plus \$65 dollars per hour for travel time. Peggy is seeking the board's approval to help our financial people become more educated in the whole process. Tony Ruesga asked where the money will come from. Peggy stated she didn't know. It is not budgeted. It was decided that Peggy will talk to Lindsey Van Matre and Molly Wiegel and bring back to the next meeting.

F. Oxygen Supply

Peggy Rolli reported that we currently get our oxygen supplies from the state of Iowa. They reached out to us and informed us that they are no longer going to be carrying oxygen products. We will need to have another oxygen supplier by June 30th. We met with Monroe Medical Supply and they offer good rates and supplies like masks, tubing, humidifiers, etc. They will match our current pricing through McKesson or offer lower rates. We have around 6 residents that require oxygen.

A motion was made by Gerald Heimann, and seconded by John Perkins, to approve moving to Monroe Medical Supply effective June 30, 2017 for our oxygen supplier. The motion was carried unanimously.

G. Auxiliary Report

Peggy Rolli reported that the Manor Auxiliary met on May 9th. Officers were elected. Jeaneen Benson, who was treasurer for many years, has stepped down. Lori Allendorf and Evie Evans will be co-treasurers. The committee decided a possible date for the Fall Cook-out of Wednesday, September 6th. This is the annual fundraiser. It will be held at the fairgrounds pending approval. A similar meal and music will be provided for the residents at the Manor. Discussion of the donation tree took place. Mary

Knellwolf is checking with 2 people who may make the tree and leaves for the sun room area. Auxiliary members will be at Lori Allendorf's in June to begin plans for the cook-out. The next regular committee meeting will be July 25th at 4:30pm.

H. Marketing Report -

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

May 2017

- May Day craft time
- Gift from Manor Auxiliary
- Grace Lutheran Bingo
- Article about Iola Cline, her love for the Cubs and her Cubs sign.

The Manor article that appears in the MHLC newsletter featured Cheri Kammes. Cheri is an Activities Assistant and started at the Manor in March.

I. OT & Staffing – Reported by Jill Boelk

Overtime Expenses were up slightly in April, with April OT totaling \$10,484.55. The current staff continues to step up, working additional shifts, to ensure the safety and well-being of our residents, which is greatly appreciated.

Personnel / Payroll Report – Reported by Jill Boelk

Family / Medical Leaves

- 1 - ADA Accommodation
- 2 – Intermittent FMLA Leaves
- 1 – Regular FMLA Leave

STAFFING

2 – New Hires

2 – Resignations

2 – Status Changes

Brittany Langkamp	PT/Bedmaker	Status Change: 5/1/2017	From Full-Time to Reg. PT (.6) Status
Jody Torstenson	FT/CNA	Status Change: 5/1/2017	From FT CNA PM Shift to FT CNA Day Shift
Carlie Qualley	FI/CNA	New Hire: 5/2/2017	Fill-In – CNA – College Student
Patricia Reynolds	FT/SS Director	Resignation: 5/19/2017	FT – Social Service Director – LDW 5/19/2017
Tracy Gough	FT/RN	New Hire/Transfer: 5/12/17	FT RN – Transfer from the Hospital – 5/12/17
Tracy Gough	FT/RN	Resignation: 5/17/2017	FT RN – PM shift – LDW 5/17/2017

Workman's Compensation January 1, 2017 – April 30, 2017

- 13 – First Report of Injury - No Reportable Time Off

90 Total Employees:

- 40 Full-Time
- 17 Part-Time
- 33 Fill-In Status

A motion was made by Tony Ruesga, and seconded by John Perkins, to approve the OT & Staffing as presented. The motion was carried unanimously.

Agenda Items for Next Meeting –

The following agenda items were suggested for the upcoming meeting:

1. ECS Training
2. Generator Regulations and Bids
3. Solid Waste & Recycling Proposal

Date of the Next Meeting –

The next Manor Committee meeting is scheduled for:

Tuesday, June 27, 2017

5:30 PM MEETING

LOCATION:

Lafayette Manor – 1st Floor West Meeting Area

Adjournment

On a motion made by Tony Ruesga, and seconded by Gerald Heimann, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Jill Boelk

Jill Boelk
Human Resource Coordinator
JB/jrb